

Raja Ahtisham Hussain

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PROFILE

- Experienced professional having demonstrated history of over 04 years, working as ‘Asst. Admin Support’ at Shell Pakistan Limited.
- Skilled in Operations & Logistics Management, Sales Management, Business Development and Data Analytics.

SKILLS

➤ **Hard Skills:**

- Collecting and analyzing data for formation of business plans
- Analyzing market trends
- Monitoring the stakeholder’s compilation with laws and regulations
- Communicating data in the form of presentations, technical reports, and non-technical reports

➤ **Soft Skills:**

Good Communicator (written and verbal)
Strong orientation to teamwork
Decision making and Conflict resolution

Leadership and Management skills
Flexibility and Client Oriented approach
Multi-tasker and Timekeeper

➤ **Software:**

- MS Word: advanced
- MS Excel: intermediate
- MS PowerPoint: advanced

EDUCATION

- **Master of Arts** **2022-Present**
Allama Iqbal Open University, Islamabad
- **Bachelor of Arts** **2015-2018**
Allama Iqbal Open University, Islamabad
- **Intermediate** **2013-2015**
Denny College Rawalpindi
- **Matric** **2011-2013**
Government High Secondary School, RWP

EXPERIENCE

➤ **Shell Pakistan Limited**

Jan 2018 - Present

Asst. Admin Support

- Data Analysis and Reporting, provide data analysis and reporting, working in partnership with the Head of HR and the Regional HR Managers.
- Primarily responsible for assistance to administration for daily smooth operations.
- Collecting the wet-stock data on daily basis from allocated sites (North).
- Analyzing the data trends for distributing the stock.
- Maintain and update employee records and HR databases with accuracy and confidentiality.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Maintains supplies inventory by checking stock to determine inventory level,

➤ **Airlift Technologies**

Live OPS

Jan 2021 - July 2022

- Audit functionality for all equipment before commencement of production.
- Brief the presenters, talents, cast and audience in preparation for the production.
- Coordinate the re-configuration of the studio to its default state after close production.
- Handle technical issues encountered during production.
- Implement quality control measures as needed.
- Set performance targets and key performance indicators (KPIs) for the team.
- Oversee the daily operations of the floor, including opening and closing procedures.
- Monitor inventory levels and replenish stock as needed.
- Maintain cleanliness and organization in the operational area.
- Provide technical advice to the creative leadership on studio equipment required.

➤ **Carrefour**

Cashier, Hyperstar

Mar 2014- July 2017

- Manage transactions with customers using cash POS
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Bag, box, or gift-wrap packages
- Handle merchandise returns and exchanges

OTHER EXPERIENCES

During my studies, I worked part time in several private entities on different roles to gain market knowledge and to meet my expenses

1. **HMR Group (Real Estate Agency)**

I worked as receptionist where acquired the chance to polish and enhance my communication skills and adapted strategies to meet daily deadlines.

2. **J Mart, DHA-2, IBD**

During my 01 year stay as a data entry operator, I received the privileged to improve my record keeping skills and managing data for databases.

CERTIFICATIONS / DIPLOMA

1. **Electrical Diploma [Fauji Foundation Technical Training Center]**

9 years' experience of Building electrician that's provided a base to my Carrier, Installation of new Electrical systems, Electrical equipment, repair, and maintenance. Perform skilled electronic installation, repair, service, and maintenance work on a variety installation, system, and equipment.

2. Defensive Driving Course [Certified from OSALP]

TRACURRICULAR/ INTERESTS

- Travelling enthusiast, Hiking, Camping
- Languages: English, Urdu, Punjabi